



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND
UNIT #15015
APO AP 96218-5015

REPLY TO
ATTENTION OF:

EANC-GC-FMS

09 AUG 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #32 - Civilian Performance and Recognition Awards

1. REFERENCES:

- a. Memorandum, EAGA-CP-LPM, 28 Aug 01, subject: On-The-Spot (OTS) Cash Awards.
- b. AR 672-20, Incentive Awards, dated 29 Jan 99.

2. PURPOSE. This policy memo prescribes 19th Theater Support Command (TSC) approval levels and limitations for civilian performance and recognition awards affecting the budget (cash and time off awards) for appropriated fund Department of the Army (DA) U.S. and Korean National (KN) civilian employees. The attached enclosure has been revised to reflect reference 1a increase to the range of OTS cash awards from \$25 - \$250 to \$50 - \$500 pending revision of reference 1b.

3. APPLICABILITY: This policy applies to all DoD civilian employees within the 19th TSC.

4. GENERAL POLICY:

- a. Quality Step Increase (QSI) Awards (See Encl for approval levels).

(1) The impact of QSIs Army-wide significantly increases personnel costs, both in current and future years. The awarding of QSIs should be a relatively rare occurrence reserved for truly outstanding performance. In view of this, the number of QSIs that can be awarded per fiscal year will be limited to no more than 10% of unit (brigade level) DAC authorizations; e.g., if a command has 100 DAC authorizations a maximum of ten QSIs can be awarded per fiscal year. Units with fewer than ten DACs are guaranteed one QSI.

(2) For HQ, 19th TSC, the staff will be divided into five groups for QSI award purposes (Command Group, G3, Support Operations, Resource Management (RM), and other). The Chief of Staff will arbitrate allocation of QSI in the HQ.

- b. Other Monetary Awards (See enclosure for approval levels).

(1) The Chief of Staff, 19th TSC, and subordinate commanders are responsible for ensuring adequate funds are budgeted for civilian cash awards. The 19th TSC provides an annual amount equal to 1% of aggregate annual base payroll for U.S. and KN employees

EANC-GC-FMS

SUBJECT: Command Policy Letter #32 - Civilian Performance and Recognition Awards

respectively for incentive awards (subject to change depending upon funds availability). Commanders may exceed this amount to a maximum of 2.5% but additional funding is not provided by this HQ. Sustained Superior Performance Awards (SSPA) for KNs will be noted as numbers of hours rather than dollar amounts. Long Term Service awards, Army Ideas for Excellence (Suggestion) Program awards and QSIs are excluded from this percentage. Also, Commanders may recommend four employees annually for Command Generated On-The-Spot Awards without charge against assigned incentive award targets IAW 19th TSC Policy Memo #33. Headquarters staff principals may recommend one employee annually without charge against award targets.

(2) Under certain circumstances, an employee can be provided up to 10% of their base salary as an individual award; however, this figure is not related to the percentage of total civilian payroll that is budgeted for civilian incentive awards. The individual limit is 10% of base salary while the organization limit is 2.5% of total payroll.

c. Time Off Awards (See Encl for approval levels). Although Time Off Awards are considered non-monetary, Commanders and staff principals must consider the manpower and budget impact when approving these awards. Close monitoring of time off awards is essential to ensure awardees and other employees will not be paid overtime to compensate for a manpower shortage. If time off cannot be awarded without the use of overtime, an alternate non-monetary award should be presented.

d. Processing Channels.

(1) Cash and time off awards in excess of the approval levels (Encl 1) delegated to the Deputy Commander, Chief of Staff, and subordinate commanders reporting directly to the CG will be reviewed by the 19th TSC Incentive Awards Board as established by SGS.

(2) All awards initiated by HQ, 19th TSC staff principals that affect the budget will be submitted through the ACofS, Resource Management. The RM will annotate awards requiring Command Group approval with a statement providing the status of funds availability and other pertinent information (e.g., number of DAC authorizations and number of QSIs approved fiscal year to date) and forward to SGS for processing. The intent is to ensure that the Command Group has sufficient information upon which to base a decision and to ensure that conscious decisions are made to approve awards outside of internally established limits as an exception to policy. Commanders of 19th TSC units are encouraged to implement similar procedures.

(3) The RM will forward approved awards to Civilian Personnel Operation Center (CPOC), Civilian Human Resource Agency (CHRA) – Korea Region via the automated Request for Personnel Action (RPA) Program for processing.

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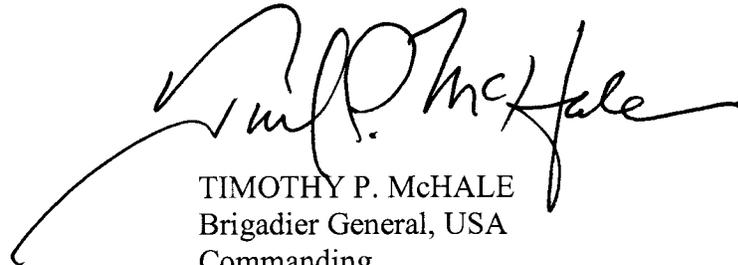
SUBJECT: Command Policy Letter #32 - Civilian Performance and Recognition Awards

(4) The servicing Civilian Personnel Advisory Center, CHRA – Korea Region is responsible for reviewing award nominations for regulatory compliance, e.g., timeliness of submission, complete justification, proper approval level, appropriateness of award nomination, etc. Award nominations found to be incorrectly prepared or determined inappropriate, e.g., two cash awards for the same period of service or special act, will be returned to the approving authority stating the reason for return.

5. SUPERSESSION: This policy letter supersedes 19th TSC Policy Letter #32, undated.

6. The office of primary responsibility for this policy memo is the ACoFS, Resource Management at 768-7701.

Encl



TIMOTHY P. McHALE
Brigadier General, USA
Commanding

DISTRIBUTION:
B & F

19th TSC CIVILIAN AWARDS PRIMER

AWARD	FOR	TO	BY
<p>Performance Award (DAC up to 10% of annual salary, KN up to 200 hours equivalent pay)</p>	<p>Ratings-Based monetary and/or time off award given in recognition of high-level performance for a specific rating period. There are three types of rating-based awards used: time off, cash, and Quality Step Increase (QSI). A rating-based cash award is a one-time lump sum cash payment. Time off awards are granted in lieu of cash awards and may not exceed 40 hours as a time off rating-based award. A QSI is an additional within-grade increase to recognize high quality performance which merits faster than normal salary enhancements.</p>	<p>All Army civilian employees paid from APF (except SES) and direct hire LNs.</p>	<p>2.5% DAC / 50 Hrs KN - HQ 19th TSC Staff Principals 5% DAC / 100 Hrs KN - BDE CDRS, HQ DCO/Cofs 10% DAC / 200 Hrs - 19th CG (or designee) 20% DAC / \$10,000 - CG, EUSA</p>
<p>Special Act or Service Award (\$5,000)</p>	<p>Mentorship personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.</p>	<p>All Army civilian employees paid from APF and direct hire LNs.</p>	<p>\$1,000 - HQ 19th TSC Staff Principals \$2,500 - BDE CDRS, HQ DCO/Cofs \$5,000 - CG (or designee)</p>
<p>On-the-Spot Cash Award (\$50 to \$500)</p>	<p>Small Special Act or Service Award (\$50 to \$500) for day to day accomplishments.</p>	<p>All Army civilian employees paid from APF and direct hire LNs.</p>	<p>\$500 - HQ 19th TSC Staff Principals \$500 - BDE CDRS, HQ DCO/Cofs \$500 - CG (or designee)</p>
<p>Time Off Award (40 hours per award, NTE 80 hours per leave year)</p>	<p>Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards.</p>	<p>All Army civilian employees paid from APF and direct/indirect hire LNs.</p>	<p>24 hours - HQ 19th TSC Staff Principals 40 hours - BDE CDRS, HQ DCO/Cofs 40 hours - CG (or designee)</p>
<p>CG's Coin of Excellence Award (\$100)</p>	<p>Used in conjunction with or in lieu of CG's "Coin." (Have dinner on the CG)</p>	<p>All Army civilian employees paid from APF and direct hire LNs.</p>	<p>CG's discretion Cofs may recommend 4 per year HQ Staff Principals may recommend 1 per year Processed thru the chain of command to the 19th TSC Incentive Awards Board.</p>
<p>Employee of the Year Award (Unit \$500, 19th \$2,000, EUSA \$3,000)</p>	<p>SASA for 19th TSC nominees</p>	<p>All Army civilian employees paid from APF and direct hire LNs.</p>	<p>Processed thru the chain of command to the 19th TSC Incentive Awards Board.</p>
<p>Decorations for Exceptional Service</p>	<p>Highest DA honorary award for established pattern of excellence and achievements which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.</p>	<p>All Army civilian employees paid from APF or NAF and direct hire LNs.</p>	<p>Secretary of the Army. Must be processed thru the chain of command to the Army Incentive Awards Board</p>
<p>Meritorious Civilian Service Award</p>	<p>Second highest DA honorary award for a pattern of excellence normally demonstrated by the receipt of lower level awards.</p>	<p>All Army civilian employees paid from APF or NAF and direct hire LNs.</p>	<p>CG, EUSA</p>
<p>Superior Civilian Service Award</p>	<p>Third highest DA honorary award for superior service or achievement of a lesser degree than that recognized by the Meritorious Civilian Service Award.</p>	<p>All Army civilian employees paid from APF or NAF and direct hire LNs.</p>	<p>Commander (MG or above)</p>
<p>Commander's Award for Civilian Service</p>	<p>Fourth highest DA honorary award for demonstrated initiative and skill in devising new or improved equipment, work methods, leadership in performing assigned duties; rendered professional or public relations service which resulted in considerable favorable publicity in the local area.</p>	<p>All Army civilian employees paid from APF or NAF and direct hire LNs.</p>	<p>Commander (Colonel and above) or civilian equivalent.</p>
<p>Achievement or Civilian Service</p>	<p>5th highest DA honorary award for sustained superior service or a level of achievement sufficient to warrant this recognition, or both.</p>	<p>All Army civilian employees paid from APF or NAF and direct hire LNs.</p>	<p>Commander (LTC and above) or civilian equivalent.</p>
<p>Certificate of Achievement</p>	<p>Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in devising and improving work methods and procedures; significantly affected employee's morale resulting in improved work performance and esprit de corps; and by personal diligence or initiative.</p>	<p>All Army civilian employees paid from APF or NAF and direct hire LNs.</p>	<p>Initiated by the immediate supervisor, concurred on by higher levels of supervision, and approved by the director or comparable agency official.</p>

For more information: Please visit <http://cpol.army.mil/library/permiss/53.html> website for information on patriotic, humanitarian, public service, and other civilian awards. AR 672-20, Decorations, Awards, and Honors provides general policies for all awards. EUSA Pam 672-30 Civilian Awards Program provides additional guidance for all civilian recognition in Korea. 19th TSC Command Policy Memo #32, Civilian Performance and Recognition, provides 19th guidance for civilian awards that affect the 19th TSC budget. 19th TSC Command Policy Memo #33, Command Generated On-The-Spot Awards, provides 19th guidance for CG's Coin of Excellence Award. USFK Reg 672-10, USFK Civilian Employee Appreciation Week, contains guidance for Employee of the Year award.

19th TSC CIVILIAN AWARDS PRIMER

AWARD		FOR		TO		BY	
Superior Accomplishment Awards (Tangible)	Performance Award (DAC up to 10% of annual salary, KN up to 200 hours equivalent pay)	Ratings-Based monetary and/or time off award given in recognition of high-level performance for a specific rating period. There are three types of rating-based awards used: time off, cash, and Quality Step Increase (QSI). A rating-based cash award is a one-time lump sum cash payment. Time off awards are granted in lieu of cash awards and may not exceed 40 hours as a time off rating-based award. A QSI is an additional within-grade increase to recognize high quality performance which merits faster than normal salary enhancements.	All Army civilian employees paid from APF (except SES) and direct hire LNs.	2.5% DAC / 50 Hrs KN - HQ 19th TSC Staff Principals 5% DAC / 100 Hrs KN - BDE CDRS, HQ DCO/CofS (Note: All awards over \$2500 must be reviewed by the 19th TSC Incentive Awards Board) 10% TSC Incentive Awards Board 19th TSC / 200 Hrs - 19th CG (or designee) 20% DAC / \$10,000 - CG, EUSA			
	Special Act or Service Award (\$5,000)	Meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities.	All Army civilian employees paid from APF and direct hire LNs.	\$1,000 - HQ 19th TSC Staff Principals \$2,500 - BDE CDRS, HQ DCO/CofS \$5,000 - CG (or designee)			
	On-the-Spot Cash Award (\$50 to \$500)	Small Special Act or Service Award (\$50 to \$500) for day to day accomplishments.	All Army civilian employees paid from APF and direct hire LNs.	\$500 - HQ 19th TSC Staff Principals \$500 - BDE CDRS, HQ DCO/CofS \$500 - CG (or designee)			
	Time Off Award (40 hours per award, NTE 80 hours per leave year)	Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. The TOA may be used alone or in combination with monetary or nonmonetary awards.	All Army civilian employees paid from APF and direct/indirect hire LNs.	24 hours - HQ 19th TSC Staff Principals 40 hours - BDE CDRS, HQ DCO/CofS 40 hours - CG (or designee)			
	CG's Coin of Excellence Award (\$100)	Used in conjunction with or in lieu of CG's "Coin." (Have dinner on the CG)	All Army civilian employees paid from APF and direct hire LNs.	CG's discretion Cdrs may recommend 4 per year HQ Staff Principals may recommend 1 per year			
	Employee of the Year Award (Unit \$500, 19th \$2,000, EUSA \$3,000)	SASA for 19th TSC nominees	All Army civilian employees paid from APF and direct hire LNs.	Processed thru the chain of command to the 19th TSC Incentive Awards Board.			
	Decoration for Exceptional Service	Highest DA honorary award for established pattern of excellence and achievements which normally have been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.	All Army civilian employees paid from APF or NAF	Secretary of the Army. Must be processed thru the chain of command to the Army Incentive Awards Board			
	Meritorious Civilian Service Award	Second highest DA honorary award for a pattern of excellence normally demonstrated by the receipt of lower level awards.	All Army civilian employees paid from APF or NAF and direct hire LNs.	CG, EUSA			
	Superior Civilian Service Award	Third highest DA honorary award for superior service or achievement of a lesser degree than that recognized by the Meritorious Civilian Service Award.	All Army civilian employees paid from APF or NAF and direct hire LNs.	Commander (MG or above)			
	Commanders Award for Civilian Service	Fourth highest DA honorary award for demonstrated initiative and skill in devising new or improved equipment, work methods, leadership in performing assigned duties; rendered professional or public relations service which resulted in considerable favorable publicity in the local area.	All Army civilian employees paid from APF or NAF and direct hire LNs.	Commander (Colonel and above) or civilian equivalent.			
Honorary Awards (Intangible)	Achievement I or Civilian Service	5th highest DA honorary award for sustained superior service or a level of achievement sufficient to warrant this recognition, or both.	All Army civilian employees paid from APF or NAF and direct hire LNs.	Commander (LT and above) or civilian equivalent.			
	Certificate of Achievement	Accomplished assigned duties in a commendable manner, demonstrating skill and initiative in devising and improving work methods and procedures; significantly affected employee's morale resulting in improved work performance and esprit de corps; and by personal diligence or initiative.	All Army civilian employees paid from APF or NAF and direct hire LNs.	Initiated by the immediate supervisor, concurred on by higher levels of supervision, and approved by the director or comparable agency official.			

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USFK Reg 672-10, USFK Civilian Employee Appreciation Week, contains guidance for Employee of the Year award.

**MAXIMUM APPROVAL LEVELS
CIVILIAN PERFORMANCE AND RECOGNITION AWARDS
(AFFECTING THE BUDGET)**

EANC-GC-FMS	HQ 19th TSC <u>Staff Principals</u>	BDE COMMANDERS <u>HQ DCO/CoFs</u>	CG <u>(OR DESIGNEE)</u>
SSPA (DAC)	2.5%	5%	10%
SSPA (KN)	50 hours	100 hours	200 hours
Special Act or Service	\$1,000	\$2,500	\$5,000
On-The-Spot Cash	\$500	\$500	\$500
QSI	N/A	10% of DAC authorizations (HQ, 19th CS/DCO/CG can authorize exceptions.)	10% of DAC authorizations
Time Off	24 hours	40 hours (single contribution) (NTE 80 hrs per leave year)	40 hours (single contribution) (NTE 80 hrs per leave year)

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